



Delta Secondary School
Home of the Pacers

Expectations

Technology Education

Mr. Mynott

Assignment Standards

The Technology Education Department takes pride in teaching transferable skills, coordination, confidence, and creativity not offered elsewhere. This “hands-on” approach is reflected in the weight that this department gives to practical evaluation. However, this approach does not excuse poor organization and book keeping, nor does it allow for turning in substandard written assignments.

All assignments must be submitted **NEATLY**, written or printed on lined paper, or done using a computer word processor. **PAPER** must not be torn, dog-eared, or folded into pocket-sized tidbits. **PENS** are to be used for written work, while **PENCILS** are to be reserved for all sketches and graphic work. **COLOUR** should be added whenever appropriate. Major assignments should be enclosed in duo tang (or similar) **FOLDERS**, and anything turned in without a **NAME**, **BLOCK** and **DATE** will be **FED TO MY TROLL!** In short, take some pride in your work, and keep it for future reference.





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Expectations
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Late & Missed Assignments

The course instructor is a **VERY** busy individual. Discussions about missed assignments and tests will only occur after school. In class sessions are too busy to be spending time on missed and late assignments.

Okay, here are the guidelines regarding late assignments:

- All assignments that are handed out must be handed in by the prescribed due date.
- Assignments handed in after the prescribed due date will receive a zero unless the student has an acceptable excuse. See acceptable excuses below.
- Students are still responsible for handing all assignments in regardless of their late status.
- If you are away, for any reason, you and you alone are responsible for making up missed work and assignments.
- If assignments, quizzes or tests are missed the student must bring a note from a parent in order to make up the missed work.
- Just because a parent authorizes a student to be late or away this is no excuse. Acceptable excuses are illness or a death in the family. Other excuses will not be accepted.
- Your shop assignment sheet is your responsibility to fill at the end of each and every class. Sheets that are not filled out properly and one's that are messy will not be accepted.

In closing, hand in you assignments on time and make sure that they are neat and organized. Other wise you will receive a low mark or a mark of zero.

Thanks for you cooperation!

Mynott



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Home of the Pacers

Expectations

Technology Education

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Respect

Most rules can be simplified by considering the following general thoughts on **RESPECT**:

1. **Respect yourself and others will respect you.** This is your chance to grow; to learn at your own pace; to improve your self-esteem and to improve your confidence. Take responsibility for your actions and rise to the challenge.
2. **Respect your instructor.** Only a positive student / teacher relationship will you enjoy being in this classroom everyday. (Got a problem? Then talk to me. Choosing to be a problem? Then I'll talk to you.)
3. **Respect substitute teachers.** It is not easy to fill in for Technology Education classes. They are there to help you out not to be the focus of ridicule and belittling. If I ever hear about a class abusing substitute teachers then there will be serious consequences.
4. **Respect others.** Be aware of their persons and personal space; their stuff, work area and tools and their inability to get work done if you keep yak kin' at them. Choosing to take part in public put-downs requires a public apology and consequences.
5. **Respect others project(s).** Don't touch others project(s) without permission; even to praise them.
6. **Respect the facility.** You make the condition of the facility you work in. Take care of everything from the walls, the tabletops, and the equipment all the way to the pencil sharpener.

Finally,

7. **Respect the course.** Try and be aware of the courses big picture, its intentions and objectives, and the way that the "theory" portion balances with the "practical" portion.





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Home of the Pacers

Expectations

Technology Education

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Student Responsibility

“How to be successful in this class”

1. Always work in a safe manner. Safety comes first and foremost.
2. You must pass a General safety, and several specific Equipment safety tests, to be allowed to work with all facets in the Technology Education facilities. This will be reinforced every year. Repetition builds experience. Lectures and demos will cover items such as facility behavior, accident prevention and reporting procedures, and safe equipment / tool usage and handling.
3. Pay attention to all lectures. Your instructor isn't there to just look good; he occasionally says something brilliant, and you wouldn't want to miss it. Avoid excessive or loud talking. Peer translation is encouraged, but must be prearranged with the instructor.
4. Pay attention to all demonstrations. Same reason as above, **PLUS** there is a major safety consideration (refer to bullet 1). Missed demos must be made up at a mutually convenient time (mutually convenient means when the instructor says so).
5. No profanity is allowed. Only in a **GENUINE** instance of fear or excessive pain (not rage or frustration) will profanity be overlooked. If this is abused in any way consequences will result.
6. No materials / parts may be removed from shelves or bins without permission from the instructor.
7. Keep any and all handouts neat and organized.
8. Show up on time! You will lose marks for unexplained tardiness and absences. Submit your work on time. You will lose marks for late work. Usually, a deduction of 10% per school day unless otherwise stated by the instructor.
9. Roll up your sleeves, and get to work. Work hard and play hard.
10. Finally, **NO WHINING**. Seek assistance when needed.



Will you make the right choice?



Delta Secondary School
Home of the Pacers

Expectations

Technology Education

Mr. Mynott

Safety and Behavior Expectations

Most of these expectations are derived from some level of common sense.

- Students are expected to observe all safety procedures and use common sense when working in the technology facilities. Marks are deducted for unsafe work habits and poor clean up.
- There is no food in the Technology Education Department. Water is OK. Yup, that's right. Deal with it.
- Appropriate language use is expected at all time.
- Students are to arrive for class on time and be prepared to work.
- Students are not to leave the shop facility for any reason unless the instructor gives permission.
- You are expected to behave as a mature individual and exhibit a cooperative attitude.
- No person shall engage in improper activity. This means: horseplay, scuffling, fighting, practical jokes, and unnecessary running, jumping or similar conduct.
- Do not wear loose clothing or large jewelry. Always tie long hair back when working in the facility.
- Wear eye protection for every operation you might perform where there is a danger of flying particles.
- When you put tools away they should be put away neat, organized and wiped down of any grease, grime, and dirt. Clean = Safe.
- Welding goggles or welding shields must be worn for welding.
- All spills (oil, coolant, gasoline, etc.) must be wiped up immediately using your hands. Simply kicking a rag around the floor is unacceptable and does not result in a proper job being done.
- Only an authorized person shall operate machinery and equipment. An authorized person is one who has received adequate instruction and training and who has demonstrated an ability to operate the machinery or equipment safely.

Expectations

Technology Education

Mr. Mynott

- Any person who is about to operate and machinery or equipment shall insure that (a) safeguards are in place and functioning, (b) no person shall be endangered by putting machinery into operation.
- Always check your work area and machine for potential hazards.
- Keep your hands away from moving parts, such as pulleys, belts, gears, drill chucks and other moving parts.
- Be sure that the machine has come to a complete stop, before making any adjustments.
- Only the operator of the machine shall be inside the marked working area.
- Do not, except in an emergency operate the on / off switch of a machine for another student.
- Do not over tighten the vises.
- Compressed air is not used as a clean-up tool for your clothing or skin.
- If oil, oil finish or paint products are spilt, wipe it up and cover the area with an absorbent to prevent slipping.
- Make sure your work area is well ventilated when working with gaseous fumes.
- Know the location and operations of the fire extinguishers and the power stop buttons.
- Report all accidents, broken tools and injuries to your instructor.
- Student's tools are to be put away properly and their work area cleaned up and waits for the teacher to dismiss class.
- Any students wearing contact lenses should notify the instructor.
- Permission is needed before any work other than assigned by the teacher is started.
- Individuals and property of others will be treated with respect at all times.
- Remember that accidents are preventable. Strive to be a safe worker.
- All School rules apply including No cellular phones or pagers brought to class.
- NOTE: Letter grade / Percentage will be calculated on the work the student has done. If the student has been frequently absent without presenting acceptable reason (ex. a note), or has failed to submit required projects, there may not be enough information to evaluate the student's work and may result in a low or failing letter grade / percentage.
- All students must ask permission to use machines.

Expectations

Technology Education

Mr. Mynott



What choice will you make?



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Home of the Pacers

Expectations

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Cooperative Facility Clean Up

The technology Education Department takes pride in being able to provide safe and clean facilities. Clean up is **NOT** an optional exercise. Clean up **WILL** be carried out by everyone everyday. Cleanup is called about 10 minutes prior to the end of the period. Everyone should watch the clock, and notify the instructor when it is time for cleanup. At this time, your instructor will decide if 10, 5, or 2 minutes is required for proper clean up. Put away your own tools (**FIRST!**), put away your projects, clean the areas where you have worked, and then begin cleaning the task assigned to you. If everyone helps out then everyone will leave the room on time. **NO STUDENT** is allowed to leave, or even open the door, until all of the tools are accounted for, and your instructor is satisfied with the clean up. The bell is for the instructor, not for the students. The instructor will decide when dismissal takes place. It is all of our responsibilities to make sure that that the facility is a clean and safe environment. Clean = Safe.

Also, evaluation takes place each and everyday. If you are constantly late, off task, bothering other students, and trying to leave the classroom, obviously these choices will effect your overall evaluation in some regard.





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Home of the Pacers

Expectations
Technology Education
Mr. Mynott

Consequences

If I see behavior or actions that are inappropriate I will first discuss the situation with the student(s) involved. Communication is the key and I prefer to resolve all issues through discussion, so that any future inappropriate behavior can be avoided. If discussion cannot resolve the problem then unfortunately, the following progressive consequences will have to be used. Please help me avoid using the consequences by communicating any problems you may have to me. Thank you for your cooperation.

Sincerely,

Mr. Mynott

- 1. 1st Warning given**
- 2. 2nd warning given**
- 3. Time out in classroom:** Write an “action plan” to rejoin the class.
- 4. Time out in another classroom:** Write an “action plan” to rejoin the class.
- 5. Phone call to parents:** Student will call parent.
- 6. See Principal:** Student will discuss responsibility and additional consequences, if necessary.

Severe Behavior Clause: If you have chosen to severely misbehave, you will be sent immediately to the principal.

Please See Action Plan Document



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Home of the Pacers

Expectations
Technology Education
Mr. Mynott

Action Plan

Name: _____

Date: _____

Teacher: _____

1. What were you doing?

2. What were you supposed to be doing?

3. Is what you were doing helping you do what you were supposed to be doing? Why or why not?

4. What is your plan now?

Student Signature: _____ Teacher Signature: _____